



## **FORM OF PROPOSAL FOR JANITORIAL SERVICES**

The North Providence Housing Authority is accepting proposals for janitorial services at four of our properties. **Proposals will be accepted until 1:00 pm on Monday, May 12, 2025.** Proposals received after the stated time and date will not be accepted. Please use the form provided when submitting your bid.

**OWNER:** North Providence Housing Authority  
945 Charles Street  
North Providence, Rhode Island 02904

### **GENERAL INFORMATION:**

- Any contract resulting from this Proposal may be canceled with a one (1) month notice from the Housing Authority to the Contractor or with a one (1) month notice from the Contractor to the Housing Authority.
- Any contract resulting from this Proposal may be extended with a one (1) year option to renew by the Housing Authority.
- Billing for janitorial services will be on a monthly basis.

### **LOCATIONS FOR JANITORIAL SERVICES:**

- **947 Charles Street**  
**Charles Street Manor**  
Two Story  
2 buildings – 1 building with a basement which includes -1 community Room,  
1 Kitchen, 1 Laundry and 2 Rest Rooms
- **511 Woonasquatucket Avenue**  
Allendale Manor  
2 buildings two story  
1 building, one story with 1 Community Room, 1 Kitchen, 1 Laundry and 2 Rest Rooms
- **415 Sunset Ave**  
Sunset Terrace  
4 buildings two story  
1 building, one story with 1 Community Room, 1 Kitchen, 1 Laundry and 2 Rest Rooms

- **945 Charles Street**  
 Marieville Manor – HQ  
 1 building, single story with 1 Community Room, 1 Kitchen, 1 Laundry, and 2 Rest Rooms

## **INSTRUCTIONS TO CONTRACTORS:**

- Submit Proposals in an envelope clearly marked with the title of this Proposal noted in the lower left-hand corner of the envelope.
- Each Proposal will have attached at least three (3) customer references. Each reference will include, at a minimum, the customer's name, contact person, and telephone number.
- Contractors are to provide their own equipment and material.
- All areas to be left neat and clean with all furniture and accessories returned to their proper locations.
- Contractor must have a Rhode Island Business License and be bonded and insured. **A copy of insurance certification must be included in the bid packet and a W9.**
- Contractor is responsible to provide proof of in-force Workmen's Compensation, General Liability and Vehicle insurance for all employees, equipment, and vehicles. Proof of insurance must be on file at the Authority's office prior to starting work.
- BCI checks must be provided for all employees working in Housing Authority facilities.
- It is the Contractor's responsibility to visit the sites and familiarize themselves with the facilities and site conditions. Failure to do so will not relieve the Contractor of the requirements of this Proposal and any contract resulting from it. Site visits can be scheduled by calling the Housing Authority Office at 401-728-0930

## **SCOPE OF SERVICES:**

- Every two (2) weeks the following will be performed at all locations:
  - Wash and buff all tile flooring in common kitchens, bathrooms, lounges, laundry areas, and corridor areas.
  - Sweep all stairwells and wipe down handrails
  - Dusting of wall sconces (lighting)
  - Vacuum all carpets in common lounge and corridor areas (if applicable).
  - Clean all restrooms, including toilets and sinks, laundry rooms, and kitchens.

- **Once a month**, in addition to the above, the following will be performed at all locations.

- Wipe down all surfaces (furniture, walls, etc) to remove dust and cobwebs in communal areas as well as the primary office common area.

- **Twice a year, (fall and spring)** the following will be performed in coordination with the Housing Authority:

- Strip and apply new wax to all tile flooring surfaces.

- Steam clean all carpet surfaces (housing authority office only).

- Window Cleaning Fall and Spring Common Areas Only, Inside, and Outside including the NPHA Office Waiting Area and Office Windows.

**- Note: Provide separate pricing as indicated below for the above.**

- Janitorial Services are to be performed during the hours of 9:00 A.M. and 4:00 P.M., Monday through Friday, excluding holidays. Stripping and Waxing of Floors twice a year to be done at night and arranged with the housing authority office.

**BI-WEEKLY JANITORIAL SERVICES, AND ONCE-MONTHLY SERVICES  
PRICING**

Charles Street Manor	\$ _____
Marieville Manor/NPHA HQ	\$ _____
Sunset Manor	\$ _____
Allendale Manor	\$ _____
<b>TOTAL</b>	\$ _____

**FALL AND SPRING-CLEANING PRICING:**

**Strip & Re-wax Tile Flooring Including Common Area Window Cleaning**

	<b>Spring</b>	<b>Fall</b>
Charles Street Manor	\$ _____	\$ _____
Marieville Manor/NPHA HQ	\$ _____	\$ _____
Sunset Manor	\$ _____	\$ _____
Allendale Manor	\$ _____	\$ _____
<b>TOTAL</b>	\$ _____	\$ _____

**Steam Clean Carpets in North Providence Housing Authority Office**

<b>Spring</b>	\$ _____
<b>Fall</b>	\$ _____



In submitting this Proposal, the bidder acknowledges that the North Providence Housing Authority reserves the right to accept or reject any or all proposals or any portions thereof, as may be determined to be in the best interest of the Authority.

Bid dated this the \_\_\_\_\_ day of \_\_\_\_\_ 2025.

Submitted:

\_\_\_\_\_  
(Name of General Bidder)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Signature & Title of person signing bid)

\_\_\_\_\_  
(Printed name of person signing bid)